

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

S000084

2. Reason for Submission

☐ Redescription  
☐ Reestablishment

☒ New  
☒ Other

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive  
☐ Excepted (Specify in Remarks)  
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory  
☐ Managerial  
☒ Neither

12. Sensitivity

☒ 1--Non-Sensitive ☐ 3--Critical  
☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Office Automation Clerk	GS	326	3		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

U. S. Department of the Interior

c. Third Subdivision

a. First Subdivision

U. S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Regions

e. Fifth Subdivision

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

22. Position Classification Standards Used in Classifying/Grading Position

OPM Flysheet, GS 326, 11/90  
Office Automation GEG, 11/90

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

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OF 8 (Rev. 1-85)  
U.S. Office of Personnel Management  
FPM Chapter 295

*Earl Hays* 4-28-03  
Approved for Service-wide Use

## **Office Automation Clerk GS-0326-03**

### **MAJOR DUTIES**

Provides office automation and clerical support duties for the supervisor and the staff of the office assigned.

Operates a personal computer to type a wide variety of materials such as letters, reports, forms applying proper format, arrangement, and processing procedures. Office automation software includes standard word processing functions. Compiles data and types assigned reports, completes forms or other materials. Work may be prepared in final form or draft as specified or required by the nature/use of material. Responsibilities include selection and application of appropriate procedures, correct abbreviations, spelling, grammar, punctuation, assembly of attachments, and other related clerical processes.

Performs duties to maintain a smooth flow of work. Files correspondence, reports and other office materials according to established procedures; locates and assembles requested materials. Receives incoming correspondence, reports, and work requests, and routes material to proper staff members. Operates suspense system to monitor and control timely completion of suspense documents. Receives visitors and telephone callers; takes and refers messages, or refers customers to proper staff members. Performs tasks involving duplication and faxing.

Performs other duties as assigned.

### **FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION - LEVEL 1-1 - 200 POINTS**

Knowledge of office automation equipment to use standard software programs for various office needs. This includes knowledge of word processing procedures, function keys for producing typed material, and operation of related equipment such as printers, FAX, and other office machines. A qualified typist is required.

General knowledge of the organization to distribute mail, maintains suspense files, and refers telephone callers and visitors.

Knowledge of grammar, spelling, capitalization, punctuation, and required formatting to prepare correspondence and reports.

Knowledge of office files to locate or file material, and assist with files maintenance.

### **FACTOR 2. SUPERVISORY CONTROLS - LEVEL 2-2 - 125 POINTS**

Incumbent works under general supervision, works independently performing recurring duties in accordance with established procedures. Receives instructions on new or revised procedures or new assignments. The supervisor is available for advice and assistance on difficult problems encountered. Completed work is checked for compliance with office procedures or instructions, technical accuracy, and appearance.

**FACTOR 3. GUIDELINES - LEVEL 3-1 - 25 POINTS**

Guidelines include regulations, dictionaries, style manuals, instructional manuals, and standard operating procedures of the office. Work is carried out in accordance with detailed procedures and instructions for day-to-day, routine assignments. Any situations, which may require a deviation from the normal procedures, are referred to the supervisor.

**FACTOR 4. COMPLEXITY - LEVEL 4-2 - 75 POINTS**

The work involves using automation equipment and specific software packages to type and/or produce office correspondence, reports, charts, etc. Employee must recognize the difference in existing procedures and applications and make choices from among established alternatives. Decisions are based on knowledge of procedural requirements of the work coupled with an awareness of the specific functions and assignments of the staff.

**FACTOR 5. SCOPE AND EFFECT - LEVEL 5-2 - 25 POINTS**

The purpose of the work is to perform specific typing and clerical work, which contributes to the effectiveness, efficiency, and orderliness of the office.

**FACTOR 6. PERSONAL CONTACTS – LEVEL 6-1**

Personal contacts are with other employees in the office and telephone callers.

**FACTOR 7. PURPOSE OF CONTACTS – LEVEL 7-A - 30 POINTS**

Contacts are for such purposes as receiving work assignments, getting instruction, receiving or giving information, reporting progress or problems, and correcting typed material.

**FACTOR 8. PHYSICAL DEMANDS - LEVEL 8-1 - 5 POINTS**

The work is sedentary. Some standing and carrying of light objects is required.

**FACTOR 9. WORK ENVIRONMENT - LEVEL 9-1 - 5 POINTS**

The work is performed in an office setting.

**TOTAL POINTS - 490**